

Minutes of a Regular Meeting  
of the Altoona Housing Authority  
held on November 2, 2016

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, November 2, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Chris Kirwin, Mr. Howard Ermin, Mr. Mitch Cooper, Mr. Scott Brown and Mrs. Robin Beck.

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens, Mr. Brad Kanuch and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Section 8 Staff Recognition

Mrs. Johns stated that she wanted to go on record to acknowledge the Section 8 staff, once again, for being designated as a "High Performer". She stated with funding and reporting they do a great job. Mrs. Johns then introduced the Section 8 staff. The Board congratulated and thanked the Section 8 staff.

Executive Session

The Board convened for Executive Session at 8:18 a.m. to discuss potential litigation. Executive Session concluded at 8:45 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on October 12, 2016, were presented.

Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of October 1, 2016 through October 31, 2016, and the Investment Analysis for November 2016, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports.

Mrs. Johns stated that the expenditure to Eber HVAC was for servicing the boilers at the Towers. She stated that the Housing Authority is preparing for winter.

Mrs. Johns stated that the expenditure for Zoresco Storage Solutions was for a new salt trailer for Fairview Hills.

Mrs. Johns noted that some of the expenditures are for double bills.

Mrs. Johns stated that the auditor will be here on December 5, 2016 to do the audit. She stated that staff has been busy getting prepared for said audit and that staff has already sent information to the auditor prior to her arrival.

Mr. Kirwin made a motion to approve the financial reports, Mr. Brown seconded, all approved.

### Resolutions

**Approval and Adoption of Resolution 16-33** – This Resolution authorizes a contract be executed with EADS Architects, Inc. for architectural/engineering services for the Plumbing Project at the Eleventh Street Tower for an amount not to exceed \$14,523.

Mrs. Johns stated that the Property/Maintenance Committee met after the October board meeting to discuss the proposals received for architectural/engineering services. She stated that the price structure is behind the resolution and is broken down into three (3) different fees, as the architect/engineer won't know what all work is involved until they use cameras to investigate the problems.

Mrs. Johns stated that everyone was in agreement to award said contract to EADS Architects, Inc.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

**Approval and Adoption of Resolution 16-34** – This Resolution authorizes a change in the contract amount for Clear Creek Company for the Window Replacement Project at Pleasant Village for an amount not to exceed \$2,315.

Mrs. Johns stated that she was aware that there would be additional fees for said project. She stated that Mr. Tim Hoffman from EADS Architects approved said change order. She added that there were some rotted boards on three (3) windows. Mrs. Johns stated that additional testing for lead based paint was done as a precaution and to be in compliance. She stated that said change increases the contract amount by \$2,315.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

**Approval and Adoption of Resolution 16-35** – This Resolution authorizes a contract be executed with Kylor Contracting, LLC for the Roof Replacement Project at Fairview Hills for an amount not to exceed \$107,155.

Mrs. Johns stated that the Housing Authority was out to bid for roof replacement at Fairview Hills. She stated that the bid tab was included with the resolution. She stated that said contract is to be completed within 90 days, weather permitting. Mrs. Johns stated that Mr. Jim Stephens contacted the references provided by Kylor Contracting and was told that they do a good job. She added that they are not on the Debarred or Suspended Contractors list. Mr. Brown stated that they are doing work for the State and that they are doing a good job.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

**Approval and Adoption of Resolution 16-36** – This Resolution authorizes a contract be executed with J.R. Brown Construction, Inc. for the Siding Replacement Project at Fairview Hills for an amount not to exceed \$108,291.

Mrs. Johns stated that the Housing Authority was out to bid for siding replacement at Fairview Hills. She stated that the bid tab was included with the resolution. She stated that J.R. Brown Construction has done work for the Housing Authority before and that she has been pleased with their work. Mr. Brown stated that J.R. Brown Construction is no relation to him.

Mr. Cooper moved for approval, Mr. Ermin seconded, all approved.

**Approval and Adoption of Resolution 16-37** – This Resolution approves an Addendum to the Procurement Policy.

Mrs. Johns stated that some changes need to be made to the current Procurement Policy, which includes changes to purchases made by the Housing Authority. She stated that said changes include the following: 1) purchases and contracts below \$10,500 require no formal bidding or written or telephone quotes; 2) purchases and contracts between \$10,500 and \$19,400 require three (3) written or telephone quotes and 3) purchases and contracts over \$19,400 require formal bidding. Mrs. Johns stated that the changes to the Procurement Policy were posted for public comment for 30 days; however, no comments were received.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

**Approval and Adoption of Resolution 16-38** – This Resolution approves Medical/Drug & Vision coverage for employees for the period December 1, 2016 through November 30, 2017.

Mrs. Beck stated that she and Mr. Cooper met with Mrs. Johns and they were both surprised and pleased with the health care costs for the upcoming year.

Mrs. Johns stated that the Personnel Committee met to review options for the renewal of health care. She stated that she provided the Board with the Memo that was given to the Personnel Committee as well as information regarding the plan that is being recommended.

Mrs. Johns stated that she met with Mr. Tim Fulmer and he recommended the Platinum EPO Plan for the Housing Authority, which will be a cost savings for the Housing Authority of \$75,463. She stated that she was happy to report that the costs went down for this year.

Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

**Approval and Adoption of Resolution 16-39** – This Resolution approves health care costs for employees for the period December 1, 2016 through November 30, 2017.

Mrs. Johns stated that this resolution will keep the costs the same as last year with the Housing Authority contributing 90% towards health care costs for employees and employees contributing 10% towards health care costs. She stated that although there is a decrease in the premium, she did not want to change the percentages and go backwards, as you don't know what the next year holds.

Mrs. Beck stated although the percentage amount remains the same, both the Housing Authority and the employees will save.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

**Approval and Adoption of Resolution 16-40** – This Resolution authorizes the re-opening of the Section 8 Program waiting list effective Wednesday, January 11, 2017 until the close of business on Friday, February 10, 2017.

Mrs. Johns stated that she would like to open the waiting list for the Section 8 Program on January 11, 2017. She stated that it works best to open said waiting list for a couple of weeks. She added that the waiting list will be closed again on February 10, 2017 at the close of business. Mrs. Johns stated that the re-opening of the Section 8 waiting list will be advertised in the *Altoona Mirror* and posted at all sites.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

#### **Solicitor's Report**

Attorney Haberstroh discussed the activities that he has been working on.

### Staff Reports

Mrs. Johns stated that there are approximately 130 people registered for the Landlord Educational Workshop on Friday, November 4<sup>th</sup> at the Altoona Grand Hotel. She stated that people are still calling to register and they anticipate about 150 in attendance. She added that there is a full agenda. Mrs. Johns stated that Attorney Haberstroh will be attending and she stated that the Board is welcome to stop in and make an appearance. She stated that the workshop is a three-way partnership between the Altoona Housing Authority, Operation Our Town and the Central PA Landlord's Association.

Mrs. Johns stated that she included information behind her board report that includes fact sheets and guidelines. She stated that she has been extremely busy.

Mrs. Johns stated that the reports from other staff are not included with the board packet as she did not want to provide the Board with incorrect information since the meeting was moved up a week earlier.

### Committee Reports

The Property/Maintenance Committee met immediately following the October board meeting to discuss the proposals received for Architectural/Engineering Services for the Plumbing Project at the Eleventh Street Tower.

The Personnel Committee met on Wednesday, October 26, 2016 to discuss health care costs for the upcoming year.

No meetings have been held for the Finance Committee.

### New Business

There was no new business.

### Old Business

There was no old business.

### Media Questions/Comments

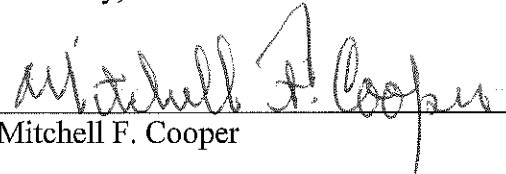
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about what was discussed in Executive Session, requested a copy of the agenda for the Landlord Educational Workshop and asked for an update in regard to the scattered site properties.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 9:13 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, December 14, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

  
\_\_\_\_\_  
Mitchell F. Cooper